Minutes of Discussion Regarding Comments on Harrogate Bioanalytical SOPs
October 6, 2004

Participants

Philip Morris
Shixia Feng
Ricardo Gonzalez
Robin Kinser

Covance
Mark Bentley
Elizabeth Kelshaw
Debbie O'Hare
Jill Schultz

The following items were discussed:

Mark Bentley indicated that the comments to the SOPs can be incorporated but that they would prefer to have one client specific SOP that covers all their comments as some of the changes requested are very specific to the work done for Philip Morris. The more general items/comments will also be incorporated into the individual SOPs. Both Robin Kinser and Shixia Feng agreed to this approach. Mark Bentley indicated that the client specific SOP would be sent to Philip Morris by 10/15 for review. Philip Morris would like to finalize the amendment by the end of Oct.

ACTION: M. Bentley to provide client specific SOP by 10/15.

Shixia Feng indicated that before analysis of samples from TESMCFS/01/04 begins, Philip Morris would want to visit the bioanalytical dept. in Harrogate as a follow up to the previous audit and make sure everything is in place before analysis begins.

Source: https://www.industrydocuments.ucsf.edu/docs/zzyx0001